

**PERSONNEL AND TRAINING BUREAU
TRAINING DIVISION**

NOTICE
12.1.1

October 19, 2012

TO: All Concerned Personnel

FROM: Commanding Officer, Training Division

SUBJECT: USE OF THE CITY PARKING LOTS AT THE ELYSIAN PARK POLICE ACADEMY

Effective immediately, all Department entities seeking to schedule an event that will occur in or impact the City parking lots at the Elysian Park Police Academy shall obtain the prior approval of the Commanding Officer, Training Division (TD).


Department personnel who wish to use the parking lots for any event shall first submit an Intradepartmental Correspondence, Form 15.02.00, fully explaining the requested usage and the expected impact on TD's personnel and the Elysian Park Police Academy.

Any questions regarding this notice may be directed to Captain Michelle Veenstra, Commanding Officer, TD, at (213) 485-1258.

APPROVED:



MICHELLE VEENSTRA, Captain
Commanding Officer
Training Division



STEPHEN R. JACOBS, Deputy Chief
Chief of Staff
Office of the Chief of Police

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